

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

Energy, Fleet and Facilities Management Division, Public Works Department

ENERGY SYSTEMS AND SUPPLY COORDINATOR - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Superintendent, Material, Fuel & Systems Management, the Energy Systems and Supply Coordinator will contribute to a dynamic Fleet, Parts & Fuel team and be responsible for maintaining and assisting in the delivery of efficient and effective fuel systems and supply service for the City's Fleet. You will assist in coordinating the corporate fuel services portfolio, to internal and external user groups, as well as providing an analytical role for the Fleet Parts and Supplies Area. This position is an essential services position.

GENERAL DUTIES

Requisitions and expedites orders for various fuel types (e.g. diesel, gasoline and natural gas) at all City of Hamilton Fuel sites (currently 21). Ensures fuel orders are made from vendors in consideration of multiple periodic physical/financial hedge agreements, volume agreements, various fuel types, transportation and logistics requirements etc..

Maintain the City's fuel system and supply inventory by inputting and retrieving fuel and vehicle data and trouble shooting fuel system malfunctions. Perform minor diagnostics on fuel control systems.

Using system resources estimate and anticipate unusual situations (i.e. winter storms) by analysing historical consumption patterns

Provides analytical information as it relates to Fleet Inventory / Parts and Fuel Management.

Reconciles and audits fuel records and invoicing to determine inventory, completes and maintains journal for adjustments. Generates consumption report by department/fuel type to be used in determining annual department fuel budget and generates monthly fuel system reports.

Extracts data from various sources and several formats including Access, Excel, Crystal reports and web applications, combines and provides analysis from one comprehensive report.

Reconcile and audits parts and supply records and invoicing to determine inventory, completes and maintains journal for adjustments.

Provide data for statistical analysis, forecasting, budgeting and benchmark against established baseline.

Assists in creating reports and fuel savings proposals for Management regarding energy and fuel initiatives including tracking for fuel usage reductions and environmental benefits (emission credits) associated with fuel type usage and various fuel type efficiency capabilities with use on City Fleet vehicles and equipment.

Creates reports identifying usage and cost estimates from various supply methods and scenarios while accounting for applicable physical/financial hedges under the guidelines of the Energy Commodity Policy to identify overall benefits including consulting with Energy advisors/ consultants to identify and recommend fuel procurement, transportation and delivery strategies that will benefit the City of Hamilton as outlined in the City's Corporate Energy Policy.

OTHER

Performs other duties as assigned which are directly related to the major responsibilities of the job.

Works in accordance with the provisions of applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures related to occupational health and safety.

QUALIFICATIONS

1. Previous demonstrated experience working with fuel systems and fuel purchasing, supply and inventory analysis, normally acquired by working in the fuel/petroleum industry.
2. Familiarity within a Fleet Management environment would be an asset.
3. Business Administration degree or completion of college diploma in business combined with experience in energy commodity purchasing, fleet parts and material management or equivalent combination of work experience and education.
4. Familiarity with acts and regulations related to fuel handling and dispensing would be an asset.
5. Demonstrated understanding of business accounting concepts, (i.e. budget and financial exception/variances reports, cost reporting, account statements, tax tracking and reporting, managing client/vendor accounts, analyzing market trends).
6. Experience in a computerized business environment, with working knowledge of Word, Outlook, Access and Excel and specialized software (eg. Winfuel, Hanson). Familiar with IT Network functionality.
7. Must be able to input computer data in an efficient manner.
8. Excellent communication skills to communicate effectively verbally and in writing with staff.
9. Highly developed customer service skills and interpersonal skills.
10. Class "G" Driver's Licence would be an asset.